**SUB INFO SHEET**

**Welcome Sub!**

Here is the info that you need to work at our school today!

The lab is in room \_\_\_\_\_\_\_\_\_\_\_.

You are free for lunch at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The log in that you should use is Username:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OR**

This school has already migrated to the Active Directory, use your email username and password.

Here is the schedule of my classes for today.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time Slot | Teacher’s Name | Grade Level of class | Lesson Number to teach | Any special instructions |
|  |  |  |  |  |
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STS Please attach a map of the school, and info the sub will need:

1. where the bathrooms are,
2. where the students should go if there is a fire drill,
3. where the lunch room is,
4. where they can get a key,
5. any special info about the lab you work in
6. Please don’t assume the sub will know how to use lanschool,
7. If you think there are students who will have difficulties logging in, leave some kind of generic Novell log in or info on the generic Active Directory student log in at your school.
8. Check to be sure the link for the wiki is on the landesk launchpad at your school. Get it set up if it isn’t, so the substitutes can see it.
9. **If possible, find a supportive buddy in the school to whom the sub can turn in the event of a technical melt down. This would need to be someone who had the authority to cancel the planning classes. Let them know this is their call and let the sub know who they are.**